

# **Children, Youth, and Families at Risk Sustainable Community Projects**

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## **FY 2009 Request for Applications**

**APPLICATION DEADLINE: December 16, 2008**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U. S. DEPARTMENT OF AGRICULTURE  
CHILDREN, YOUTH, AND FAMILIES AT-RISK SUSTAINABLE COMMUNITY  
PROJECTS**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

**DATES:** Applications must be received by Grants.gov by close of business (COB) on December 16, 2008 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Children, Youth and Families at Risk Sustainable Community Projects RFA.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Children, Youth, and Families at-Risk (CYFAR) Sustainable Community Projects (SCP) for fiscal year (FY) 2009 to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. CSREES anticipates that approximately \$6.2 million will be available for support of this program in FY 2009.

This notice identifies the objectives for Children, Youth and Families at-Risk Sustainable Community Projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a CYFAR SCP grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

## ***Important changes in the Children, Youth and Families at Risk Sustainable Community Projects FY 2009 RFA***

- In FY 2009, all current Sustainable Community Projects (SCPs) need to apply competitively to complete their remaining years. These projects will submit renewal applications but will be evaluated in competition with other pending applications and reviewed according to the same evaluation criteria as new applications.
- 1862 and 1890 institutions, including Tuskegee University and West Virginia State University, are eligible to compete for SCPs. The University of the District of Columbia is also eligible to compete for SCP funding.
- In FY 2009, only one SCP proposal will be accepted from each eligible institution. However, there is no limit on the number of applications an eligible institution may partner or participate in.
- 1862 and 1890 institutions may collaborate and submit one proposal. There will need to be one lead institution that meets the eligibility criteria (see Part III, A).

## Table of Contents

### PART I-FUNDING OPPORTUNITY DESCRIPTION

A. <a href="#">Legislative Authority and Background</a> .....	5
B. <a href="#">Purpose and Priorities</a> .....	5
C. <a href="#">Program Area Description</a> .....	5

### PART II-AWARD INFORMATION

A. <a href="#">Available Funding</a> .....	11
B. <a href="#">Types of Applications</a> .....	11
C. <a href="#">Project Types</a> .....	11

### PART III-ELIGIBILITY INFORMATION

A. <a href="#">Eligible Applicants</a> .....	13
B. <a href="#">Cost Sharing or Matching</a> .....	13

### PART IV-APPLICATION AND SUBMISSION INFORMATION

A. <a href="#">Electronic Application Package</a> .....	14
B. <a href="#">Content and Form of Application Submission</a> .....	14
C. <a href="#">Submission Dates and Times</a> .....	17
D. <a href="#">Funding Restrictions</a> .....	18
E. <a href="#">Other Submission Requirements</a> .....	18

### PART V-APPLICATION REVIEW REQUIREMENTS

A. <a href="#">General</a> .....	19
B. <a href="#">Evaluation Criteria</a> .....	19
C. <a href="#">Conflicts of Interest and Confidentiality</a> .....	20
D. <a href="#">Organizational Management Information</a> .....	21

### PART VI-AWARD ADMINISTRATION

A. <a href="#">General</a> .....	22
B. <a href="#">Award Notice</a> .....	22
C. <a href="#">Administrative and National Policy Requirements</a> .....	23
D. <a href="#">Expected Program Outputs and Reporting Requirements</a> .....	24

### PART VII-AGENCY CONTACT.....25

### PART VIII-OTHER INFORMATION

A. <a href="#">Access to Review Information</a> .....	26
B. <a href="#">Use of Funds; Changes</a> .....	26
C. <a href="#">Confidential Aspects of Applications and Awards</a> .....	27
D. <a href="#">Regulatory Information</a> .....	27
E. <a href="#">Definitions</a> .....	27

## **PART I-FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Funding for CYFAR SCP is authorized under section 3(d) of the Smith-Lever Act of May 8, 1914, as amended (7 U.S.C. 341, *et seq.*). Section 7403 of the Food, Conservation, and Energy Act (FCEA) of 2008 amends section 3(d) of the Smith-Lever Act of 1914 (7 U.S.C. 343(d)) in regards to eligibility. The eligibility to compete for CYFAR funding is broadened to include 1890 Land-Grant Colleges and Universities, including Tuskegee University and West Virginia State University. Eligibility is also provided to the University of the District of Columbia.

Since 1991, Youth at-Risk (YAR), State Strengthening (STST) and New Communities Projects (NCP) have served as the CSREES mechanism for funding community-based projects and expanding statewide capacity for supporting and sustaining programming for at-risk youth and families. These programs have been funded in all states and three territories and annually reach approximately 30,000 youth and parents in high risk communities.

### **B. Purpose and Priorities**

The mission of the CYFAR Program is to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. The CYFAR philosophy (<http://www.csrees.usda.gov/nea/family/cyfar/philosophy.html>) is the basis for Sustainable Community Projects.

The purpose of SCP funding is to improve the quality and quantity of comprehensive community-based programs for at-risk children, youth, and families supported by the Cooperative Extension System. Collaboration across disciplines, program areas, and geographic lines, as well a holistic approach that views the individual in the context of the family and community, are central to Sustainable Community Projects.

The CYFAR SCP has two strategic objectives:

1. To support community educational programs for at-risk children, youth, and families which are based on locally identified needs, soundly grounded in research, and which lead to the accomplishment of one of four CYFAR National Outcomes (see below); and
2. To integrate CYFAR programming into ongoing Extension programs for children, youth, and families – insuring that at-risk, low income children, youth, and families continue to be part of Extension/4-H programs and have access to resources and educational opportunities.

### **C. Program Description**

#### **1. CYFAR SCP Project Management**

The SCP will be supported by faculty across Extension and university departments and integrated into Extension programs. State CYFAR Extension/university faculty members have responsibility for supporting community-based educational programs for at-risk audiences and

integrating them into the ongoing Extension program. CYFAR SCP Project Directors are expected to build an appropriate team of university (ies), county, and community staff and collaborators with broader CYFAR experience and understanding to manage the SCP and to provide technical assistance in planning, implementing, and evaluating the programs in selected Sustainable Community Project sites. This team should include Technology and Evaluation professionals as well as county Extension professionals who will provide direct support to the community site programs. Community projects are expected to develop, implement, manage, staff, and evaluate their own programs, involving critical people in the community, in the interest of relevance and sustainability. To improve consistency in program planning, implementation, training, and evaluation, SCP's will identify one national outcome and one program model that is the same for all community sites. University faculty and selected community site staff will develop a 5 year logic model and 5 year work plan as the basis for planning, implementing and evaluating their SCP (see 6. and 7. below).

## **2. One National CYFAR Outcome**

The SCP should focus on children, youth, and families who are at-risk for not meeting basic human needs as articulated in the CYFAR Philosophy. Critical issues and demographic trends impacting children and families in the state should be examined when making outcome and audience decisions. Consider migrant workers; new immigrant children and families; families coping with military deployments, separations, and reunions; children and youth facing issues of drugs, violence, crime, teen pregnancies, sexually transmitted diseases, AIDS, obesity, isolation, poor school achievement, etc. It is the responsibility of the CYFAR project staff to create an inclusive process in the state for determining the single outcome. University, county and community program staff experienced in working with CYFAR and/or similar programs should be involved in the decision on selecting the single outcome.

Select only one of the four National CYFAR Outcomes for all proposed community sites.

### ***Early Childhood***

*Children will have their basic physical, emotional and intellectual needs met.  
Babies will be born healthy.*

### ***School Age (K-8)***

*School age youth will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.*

### ***Teen***

*Teens will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.*

### ***Parent/Family***

*Parents will take primary responsibility for meeting their children's physical, social, emotional and intellectual needs and providing moral guidance and direction. Families will promote positive, productive, and contributing lives for all family members.*

### **3. One Program Model for all SCP community sites**

#### **a. Guiding Principles**

Once the CYFAR Outcome is selected, the appropriate CYFAR Guiding Principles should be considered as a single program model selected for all of an applicant's proposed community sites. Guiding Principles for Early Childhood, School Age, Teen, and Parent/Family are described on the CYFAR website at <http://www.csrees.usda.gov/nea/family/cyfar/scp.html>. Selection of the program model and the relationship of the model to the Guiding Principles must be thoroughly explained in the application. Suggestions for descriptors, strategies for implementation, and resources are also posted with the Guiding Principles for use in the development of the SCP. Whether an applicant elects an established program model or chooses to design its own programmatic approach, each principle for the selected outcome must be addressed in the SCP application.

#### **b. Uniform Program Model**

For CYFAR Sustainable Community Projects, the same uniform program model is implemented in every CYFAR community site. Programs have key and essential components which constitute the structure:

- (i) Desired short and long term results;
- (ii) Age range of high context participants;
- (iii) Frequency and duration of contact with the program;
- (iv) Group size and staffing plan;
- (v) Program and curriculum content (science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness, etc.); and
- (vi) Standardized training and technical assistance plans for project staff.

When one program model is selected, these components will be uniform across the applicant's proposed community sites.

#### **c. High Context Participants**

Research has shown that young people need positive relationships with caring adults, inclusive and safe environments, to be engaged in their own learning, to have opportunities for mastery, self-determination, and to see themselves as active participants in the future and to value and practice service for others. CYFAR programs are intended to provide long-term, increasingly challenging educational experiences designed to meet needs of children and youth to experience belonging, mastery, independence, and generosity. High context youth development refers to experiences in which young people and adults have close connections and challenging activities intended to continue for a significant period of time. The participants who receive the ongoing, intense interaction with the program are considered the high context youth and are the focus of the five-year plan.

Other youth and adult audiences benefit from CYFAR programs and sometimes from the activities of high context participants. These are an important part of the community

strengthening aspect of CYFAR and should be noted in the five year plan and reported in the Community section of the year end report.

#### **4. Integrated Program Components**

Community, Technology, and Sustainability are the three program components that integrate into all SCPs and which must be addressed in the SCP application (see <http://www.csrees.usda.gov/nea/family/cyfar/scp.html>).

##### **a. Community**

The Community Component captures the “ecological” approach of CYFAR projects connecting the projects to existing networks as well as ensuring that the family and community remain strong contexts for program participants. Children, Youth, and Family programs are most effective in creating long-term outcomes when they involve change in the larger ecological context of the program audience. CYFAR recommends choosing at least one of the following three approaches for integrating Community:

1. A Multi-Level Approach -- targets program audiences beyond the program’s primary target audience;
2. A Community Collaboration Approach -- community programs working through a collaborative group; and
3. A Systems Change Approach -- recognizes interacting social, economic, and environmental factors that influence the program audience and seeks opportunities to engage this audience in creating change.

These approaches represent a range of complexity and are intended to give the program developers several potential strategies to affect change in the program’s community context. Program developers can adopt the best approach for enhancing their primary program outcomes. All Sustainable Community Projects must address how their programs fit into this “Community” context using at least one of the above three approaches.

##### **b. Technology**

Information and communication technologies are permeating American society and lives. Americans communicate via email, use the Web to find health and gardening information, and bank and shop online. Schools require term papers that are word-processed, illustrated with graphics and tables and include URLs of references in their footnotes. Online directories and maps help locate people and businesses. Entry-level jobs now require technology skills as inventories of goods and services are maintained with technology. Technology literacy is an essential skill to perform basic activities of jobs, school, and personal lives.

Special efforts to create low risk/high utility situations must be created. Integrating technology and the development of technology skills into programs which serve families and communities at-risk is especially important, as typically they have fewer opportunities to learn and apply their learning. Each SCP will develop an explicit technology plan to ensure that information and communication technology is appropriately integrated throughout the program design. Programs



should have adequate information and communication technology infrastructure (i.e., hardware, software, network connectivity/mini-labs, and technology expertise) to support program administration, professional staff development, educational programming with clients, online collaboration, and electronic publishing of lessons learned and results. The technology plan needs to put technology tools in the hands of program participants to help them reach the goals of the SCP (see SCP applications instructions <http://www.csrees.usda.gov/nea/family/cyfar/scp.html>).

### **c. Sustainability**

Planning for sustaining community programs is an obligation of CYFAR program professionals. Sustainability *is the capacity of programs to continue to respond to the identified community needs*. A sustained program maintains a focus consistent with its original goals and objectives, including the individuals, families, and communities it was originally intended to serve. Some programs contract in scope, while others expand, and still others maintain the original program activities. Some programs align with other organizations and institutions while others maintain their independence. The key element of sustainability is retaining the goal of supporting at-risk families by providing continued benefits, regardless of the particular activities that are delivered. To most effectively sustain programs for children, youth and families, an intentional effort must be made early in the program planning process. Each SCP will develop and submit a sustainability plan including those factors that research has demonstrated to be important for program sustainability: Leadership Competence, Effective Collaboration, Understanding Community, Demonstrating Program Results, Strategic Funding, Staff Involvement and Integration, and Program Responsiveness (see SCP applications instructions <http://www.csrees.usda.gov/nea/family/cyfar/scp.html>). States are expected to integrate these projects into Extension programs and to continue funding these projects beyond the potential five years of Federal funding.

CYFAR youth participants may be introduced to 4-H through low context programs and expand their involvement by enrolling in 4-H clubs to insure long term progressive educational experiences which provide opportunities for leadership, community service, positive relationships with caring adults, inclusive and safe environments, active engagement in their own learning, mastery, self-determination, and to see themselves as active participants in the future.

## **5. Selecting the SCP Community Sites**

After the Outcome and the Program Model for the program are determined, university staff should set up an inclusive process to select two or three SCP sites based on the following criteria:

- (a) At least 20 percent of the population in targeted communities must live in households with incomes below the poverty level.
- (b) A minimum of 50 percent of participants at each site must meet one or more of the following characteristics: family qualifies for a public assistance program; family income falls below the poverty threshold; family income is less than 75 percent of the State or county median income; a parent did not complete high school; youth/family on record with community, juvenile justice and law enforcement, or social agencies for things such as foster

care, child abuse or child neglect, substance abuse, eligibility for free or reduced school lunch, and other risk indicators.

(c) Commitment to focus on and adhere to the Guiding Principles of the one selected CYFAR Outcome.

(d) Adherence to the principles of CYFAR Integrated Program Components – Community, Technology, and Sustainability.

(e) Community sites previously funded by CYFAR State Strengthening, New Communities, and Youth at Risk projects are not eligible for CYFAR SCP funding.

## **6. Logic Model**

See <http://www.csrees.usda.gov/nea/family/cyfar/scp.html>. Once the SCP community sites are selected, an institutional team should be developed that will work with community staff to develop one five-year SCP logic model. The logic model process should be used to work with communities in program development, implementation, and evaluation to design programs that are soundly based in research and lead to accomplishment of the selected CYFAR outcome. They will identify anticipated short-term and long-term results for their proposed SCP which will be documented in **their CYFAR Year-End Reports**. The Logic Model should also note cohort(s) under the "Time of Collection" column that tells when data collection will take place with each high context cohort. The desired short-term and long-term results column in the Logic Model are the same for all high context participants in the life of the project, and therefore the different cohorts need not be identified in the "Desired Results" column.

## **7. Five Year Work Plan**

CYFAR SCP applications will describe how the selected program model will be implemented over 5 years. The Work Plan will include tasks such as staffing, recruiting participants, recruiting volunteers, establishing key partnerships, program implementation, marketing and promotion, materials development, training staff and volunteers, etc. The Work Plan must indicate who is responsible, if known, for each of the key functions. CYFAR projects may not have the same participants for the full five-year plan. When there are 2 or more high context cohorts planned for the five years of the project, each should be noted in the five year plan timeline.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. CSREES anticipates approximately \$6.2 million will be available to fund applications in FY 2009.

### **B. Types of Applications**

**In FY 2009, applications may be submitted to the CYFAR SCP Program as one of the following:**

**(1) New application.** This is a project application that has not been previously submitted to the CYFAR SCP Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

**(2) Renewal application.** Applications for renewed funding must contain the same information as required for new applications. **Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications, and will be reviewed according to the same evaluation criteria as new applications.**

Current CYFAR grantees must be aware that when submitting a renewal application, the funding period should be for the time remaining on the project (i.e., a grant in its second year of funding would request additional funding for 3-years). **Please note: The request for a Renewal is in no way a guarantee of additional funding.** Renewal application is only for previously funded SCP projects.

### **C. Project Types**

CSREES is seeking applications from institutions that can demonstrate their capacity to develop statewide capacity to develop and deliver programs for at-risk children, youth, and families; have a proven track record of sustaining community programs; are integrating CYFAR into Extension programs; and are able to provide program, evaluation, and technology support to Sustainable Community Projects. Applicants may allocate a maximum of \$56,000 for university support to the SCP, including technical assistance with program development, evaluation, technology, and linking of SCP to other CYFAR resources in the state and to CYFERnet (Children, Youth and Families Education and Research Network) (see Part IV, B.4)

CSREES anticipates making continuation awards under this RFA to reduce the administrative burden to the grant applicant. A continuation award is issued for a specific level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date. Continuation of the funding for the award is provided if performance has been satisfactory, appropriations are available for this purpose, and continued support is in the best interests of the Federal government and the public.

### **New Applicants:**

New applications should be submitted for 5-year project periods. Funding will be awarded one year at a time. CYFAR projects will also be required to submit a year-end report to Current Research Information System (CRIS). New applicants may request up to \$100,000 for their first year. The first year should be focused on planning and launching the program. In years two through five, CSREES will accept requests for up to \$140,000 per year. **However, applicants are cautioned to request only amounts that can be expended by the end of the project year, since carryover funds will be subtracted from the following year's request.** It is recommended that the number of community projects be limited to two or three sites. New applicants should submit a 5-year work plan detailing short- and long-term desired results and a budget and budget narrative for each year as well as a cumulative budget for all 5 years.

### **Renewal Applicants:**

Renewal applicants should submit a work plan that includes the plan from the prior year(s) and a 2, 3, or 4-year work plan in accordance with the time remaining on their former CYFAR SCP detailing short and long-term desired results. In addition, submit a budget and budget narrative for each year as well as a cumulative budget for all years (a maximum of \$100,000 – year one, a maximum of \$140,000 – for each of years 2-5). SCP year-end reports will be online and include program demographics, accomplishments, and results based on the logic model. Funding will be awarded one year at a time. CYFAR projects will also be required to submit a year-end report to Current Research Information System (CRIS).

## **PART III-ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by Cooperative Extension at 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University, 1862 Land-Grant Colleges and Universities, and the University of the District of Columbia. An applicant's failure to meet an eligibility criterion by the time of an application deadline will preclude CSREES from reviewing their application or making an award.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

### **B. Cost Sharing or Matching**

No matching funds are required and matching funds will not be factored into review process as evaluation criteria.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to CSREES in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) (also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If the organization is not prepared, the AR should see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See [http://www.grants.gov/resources/download\\_software.jsp#pureedge](http://www.grants.gov/resources/download_software.jsp#pureedge).
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions**,” enter the funding opportunity number, USDA-CSREES-SLBCD-001866, in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If assistance is needed to access the application package** (e.g., downloading or navigating PureEdge forms, using PureEdge with a Macintosh computer), refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

- Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: M-F 7:00 am – 9 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.

### B. Content and Form of Application Submission

Electronic applications should be prepared according to the document entitled “CSREES Grants.gov Application Guide: [A Guide for Preparation and Submission of CSREES](#)

**Applications via Grants.gov.**” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

**Note the attachment requirements (e.g., portable document format) in Part III section 3. of the CSREES Grants.gov Application Guide available with the Application Package at Grants.gov. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE RETURNED UNREAD. Partial applications will be excluded from consideration. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on (<http://grants.gov/assets/PDFConversion.pdf>).**

**1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the CSREES Grants.gov Application Guide.

**2. R&R Other Project Information Form**

**a. Project Summary/Abstract** (Field 6. on the Form). The summary **should include** a brief description of the program model, the audience to be reached, and the National CYFAR Outcome to be addressed within a limit of 250 words.

**b. Project Narrative** (Field 7. on the Form).

PLEASE NOTE: The Project Narrative shall not exceed **12** pages of written text. The Logic Model (see paragraph 6. below) is in addition to the 12 page Project Narrative. **No graphs, photographs, charts, tables or support letters should be included in this field. All appendices or attachments to the application attach under Field 11.** The Project Narrative must include all of the following:

**1. CYFAR SCP Project Management**

a. Project Title: (Your Institution) Sustainable Community Project

b. SCP Staff name, title, address, e-mail for:

SCP Project Director(s), SCP Evaluator, SCP Technology Specialist

c. CYFAR Outcome (see 2. below)

d. Program Model (see 3. below)

e. Community Sites. For each community site provide:

- (i) Location, county staff name, title, address, e-mail;
- (ii) Community staff name, title, address, and e-mail; and
- (iii) Community & faith-based program partners.

**2. One National CYFAR Outcome**

Explain the rationale for the decision, the needs assessment process used, and who was involved.

### 3. One Program Model

a. Describe the selected program model including the following:

- (i) Desired long term results;
- (ii) Age range of high context participants;
- (iii) Frequency and duration of contact with the program;
- (iv) Group size and staffing plan;
- (v) Uniform program and curriculum content (e.g., science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness; and
- (vi) Standardized training and technical assistance plans for project staff.

b. Describe the process used for determining this program model.

c. Explain how each of the Guiding Principles is addressed in the selected Program Model ([http://www.csrees.usda.gov/nea/family/cyfar/pdfs/guiding\\_principles.pdf](http://www.csrees.usda.gov/nea/family/cyfar/pdfs/guiding_principles.pdf)).

### 4. Integrated Program Components

- a. **Community:** Describe how the proposed program fits into the Community context using at least one of the recommended approaches.
- b. **Technology:** Describe how the Technology Plan ensures that information and communication technology is integrated throughout the SCP program.
- c. **Sustainability:** Describe the Sustainability Plan including critical factors.

### 5. Selecting Community Sites

Describe the process used for selecting the SCP Community Sites. Community sites must be identified at the time of application submission.

### 6. Five Year Logic Model

Provide a five year Logic Model for the SCP. Use the Logic Model Form provided with the SCP instructions (see <http://www.csrees.usda.gov/nea/family/cyfar/scp.html>). The Logic Model should also note cohort(s) under the "Time of Collection" column that tells when data collection will take place with each high context cohort. The desired short-term and long-term results column in the Logic Model are the same for all high context participants in the life of the project, and therefore the different cohorts need not be identified in the "Desired Results" column.

### 7. Five Year Work Plan for the SCP

The Work Plan should detail how the selected program model will be implemented over 5 years. The Work Plan should address staffing, recruiting participants, recruiting volunteers, establishing key partnerships, program implementation, marketing and promotion, materials development, training staff and volunteers in a five year timeline. If there are to be 2 or more high context cohorts planned for the five years, each should be noted in the five year plan timeline.



### **3. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form is dealt with in detail in Part V, 4. of the CSREES Grants.gov Application Guide.

Current and pending support information is required only for personnel with PD or co-PD(s) indicated as Project Role on the R&R Senior/Key Person Profile. All applications must contain a list of Current and Pending Support detailing public or private support (including in-house support) to which personnel identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. **Please note that the project being proposed should be included in the pending section of the form.** Total project time listed for each PD should not exceed 100 percent for concurrent projects.

### **4. R&R Personal Data (Optional) DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR.**

### **5. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 6. of the CSREES Grants.gov Application Guide.

Only the applicant portion of the budget form should be listed in Fields A through E. Applicants may allocate a maximum of \$56,000 for university support to the SCP, including technical assistance with program development, evaluation, technology, and linking of SCP to other CYFAR resources in the state and to CYFERnet (Children, Youth and Families Education and Research Network). Show the total amount for the Community budgets within F.

A minimum of 10% of the total project budget must be allotted for staff, travel, and material costs of the SCP evaluation. Provide a breakout at the end of your budget narrative as to how you will meet the 10% evaluation requirement. SCP University, county, and community staff are expected to participate in the National CYFAR Conference. First year SCP project staff is also required to attend the CYFAR Orientation meeting in Washington, DC. Travel expenses for these required trips should be included in the budget request.

### **6. Supplemental Information Form**

a. Program Code (Field 2. on the Form). Enter the program code name “Children, Youth, and Families at-Risk Sustainable Community Projects” and the program code, "MC".

b. Conflict of Interest List (Field 8. on the Form). A conflict of interest list is required under this program.

### **C. Submission Date and Time**

Applications must be received by Grants.gov by COB on **December 16, 2008** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

#### **D. Funding Restrictions**

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, **indirect costs and tuition remission are not allowable costs under Section 3(d) of Smith-Lever funded projects, and no funds will be approved for this purpose.** Costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

Grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or Extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

#### **E. Other Submission Requirements**

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of CSREES Applications via Grants.gov."

## **PART V-APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, youth and family professionals and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, State and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to youth and families, producers, consumers and the general public of each application.

### **B. Evaluation Criteria**

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

#### **1. CYFAR SCP Project Management (10 Points)**

This criterion assesses the degree to which the application has complete information for all of the following:

- a. Project Title: (Your Institution) Sustainable Community Project
- b. SCP Staff name, title, address, e-mail for:
  - (i) SCP Project Director(s), SCP Evaluator, SCP Technology Specialist
- c. CYFAR Outcome
- d. Program Model
- e. Community Sites. For each community site provide:
  - (i) Location, County staff name, title, address, e-mail;
  - (ii) Community staff name, title, address, and e-mail; and
  - (iii) Community & Faith-based program partners.

#### **2. The soundness of the National CYFAR Outcome (5 Points)**

This criterion is an indicator of programmatic readiness to effectively deliver the specified program model and meet its specified outcomes to the community sites.

3. One Program Model (25 Points)

- a. The degree to which the selected program model evaluates the following: (15 points)
- (i) Desired long term results;
  - (ii) Age range of high context participants;
  - (iii) Frequency and duration of contact with the program;
  - (iv) Group size and staffing plan;
  - (v) Uniform program and curriculum content (e.g., science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness; and
  - (vi) Standardized training and technical assistance plans for project staff.
- b. The degree to which the process used for determining this program model is assessed and evaluated. (5 points)
- c. The soundness of how each of the Guiding Principles is addressed in the selected Program Model. (5 points)

4. Integrated Program Components (15 Points)

- a. Community – (5 Points) Describes how the proposed program fits into the Community context using at least one of the recommended approaches.
- b. Technology – (5 Points) Describes the Technology Plan to ensure that information and communication technology is integrated throughout the SCP program.
- c. Sustainability – (5 Points) Describes the Sustainability Plan including critical factors.

5. The soundness on the process for selecting the SCP Community Sites. (5 Points)

6. Five Year Logic Model (15 Points)

A clear logic model has been articulated for how to work with communities in program development, implementation, and evaluation.

7. Five Year Work Plan (25 Points)

A clear Work Plan is articulated for how the selected program model will be or will continue to be implemented.

**C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential

throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

#### **D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one-time basis with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and non-financial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI-AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (2 CFR 215 and 7 CFR 3430).

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring re-competition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority (ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);
- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

### **C. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

2 CFR Part 215—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR Part 3430 – CSREES Competitive and Noncompetitive Nonformula Grant Programs—General Grant Administrative Provisions

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

#### **D. Expected Program Outputs and Reporting Requirements**

Grantees are expected to submit year-end CYFAR FY 2009 Reports to CSREES using the CYFAR online reporting system (<http://www.cyfernet.org/databases/cyfarreporting/>) by October 31, 2009.

In addition, grantees are required by CSREES to submit annual and summary evaluation reports via the CSREES Current Research Information System (CRIS). CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects (<http://cris.csrees.usda.gov/>).



## **PART VII-AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Suzanne Le Menestrel, National Program Leader; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; telephone: (202) 720-2297; fax: (202) 720-9366; e-mail: [slemenestrel@csrees.usda.gov](mailto:slemenestrel@csrees.usda.gov).

## **PART VIII-OTHER INFORMATION**

### **A. Access to Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will

involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of CSREES and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or USDA means the United States Department of Agriculture.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which

is intended and designed to accomplish the purpose of the program as identified in these guidelines.

Grantee means the organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Peer reviewers means experts or consultants qualified by training and experience in particular field of science, education, or technology to give expert advice on the scientific and technical merit of grant applications of the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel

Prior approval means written approval evidencing prior consent by an authorized departmental officer.

Project means the particular activity within the scope of the program supported by a grant award.

Project director (PD) means the single individual designated by the grantee in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department of Agriculture to whom the authority involved is delegated.

USDA means the United States Department of Agriculture.

## **Application Submission Checklist**

The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- ☐ **Have all attachments been submitted in the portable document format (PDF)?** PDF only attachments will be accepted. See Part III of the CSREES Application Guide.
  - Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point and double-spaced? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed? Submitted applications that do not meet these requirements for PDF attachments will be at risk of being excluded from CSREES review.
- ☐ **Have all five required components of the SF 424 Research and Related (R&R) Application Package been completed? Did you use the “Check Package for Errors” feature of the PureEdge viewer (see section 1.8 of the CSREES Application Guide)?**
  - ☐ SF 424 R&R Cover Sheet
  - ☐ SF 424 R&R Other Project Information
  - ☐ SF 424 R&R Senior/Key Person (Expanded)

- ☐ SF 424 R&R Budget
- ☐ Supplemental Information Form

◆ **SF 424 R&R Cover Sheet**

- Have all required fields been completed?

◆ **R&R Other Project Information**

- Have the fields describing project potential or actual environmental impact been properly completed?
- Project Summary/Abstract  
Has the Project Summary PDF been attached to this form in Field 6?  
Are the names and affiliated organizations of all Project Directors listed at the top of the page in addition to the title of the project?  
Does this section adhere to the format?
- Project Narrative  
Has the Project Narrative PDF been attached to this form in Field 7?  
Is the project fully described?  
Does this section adhere to the format and page limitations?

◆ **R&R Senior/Key Person Profile**

- Biographical Sketch  
Has the biographical sketch (vitae) PDF for the PD and each co-PD, senior associate, and other professional personnel been attached?
- Current and Pending Support  
Has the current and pending support PDF for the PD or co-PD(s) been attached?  
Have all current and pending projects been listed and summarized, **including this proposal**?

◆ **R&R Personal Data (Optional) DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR.**

- Have all fields been completed except for the social security number?

◆ **R&R Budget**

- Have all fields been completed?
- Budget Justification  
Has the Budget Justification PDF been attached to this form in Field K?  
Are budget items individually justified?

◆ **Supplemental Information Form**

- Does Field 2 indicate the Program Code Name and Program?
- Conflict of Interest List  
Has the Conflict of Interest List PDF been attached to this form in Field 8?  
Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?  
Does the Conflict of Interest list include the four categories as appropriate?